

MEDICAL INTERN RECRUITMENT CAMPAIGN

Applicant Guide Quick List

Below is a summary of key steps for applicants when applying for a NSW intern position through the Medical Intern Recruitment Campaign. It also lists additional steps required by for applicants applying for a RPR intern position.

Prior To Applications Opening – Medical Intern Recruitment	
1	Download and read the <u>Applicant Guide</u> .
2	Confirm that I am eligible to apply - <u>NSW Health Priority Category</u> and eligibility criteria.
3	Read and understand the allocation pathways on the <u>Medical Intern Recruitment webpage</u> (and/or extenuating circumstances if relevant).
4	Mark all <u>key dates</u> on my calendar.
5	Research <u>participating hospitals within each network</u> offering intern positions and decide how to preference the prevocational training networks.
6	View the <u>presentation</u> and the <u>online videos</u> on the Medical Intern Recruitment webpage. These videos include how to apply and submit a Medical Intern Recruitment application for an intern position in NSW.
7	Ensure all my supporting documents have been certified.

When Applications Open – Medical Intern Recruitment Position	
1	View the <u>online videos</u> from the Medical Intern Recruitment webpage: <ol style="list-style-type: none"> 1. Commencing your application 2. Your preferences 3. Completing document collection tasks
2	Go to the Medical Intern Recruitment tile on the <u>NSW Health Careers Portal</u> and apply online within the specified application period.
3	Complete my Medical Intern Recruitment Application before I commence my RPR application/s (if relevant).
4	Update my prevocational training network preferences before the close of the application period, if required.

When Applications Open – Medical Intern Recruitment Position

5	Submit my completed Medical Intern Recruitment application by 11:59 pm on the closing date of the application period (this includes my documents and preferences).
6	Check that I have received an auto-generated email from NSW Health Careers recruitment confirming the successful submission of my application for an intern position in NSW.
7	If requested by HETI - make the necessary corrections to my reviewed application and/or supporting document tasks and resubmit before the close of the application period.

After Close of Applications

1	Monitor my email in case I am requested by HETI to make any corrections to my supporting document tasks as part of my Medical Intern Recruitment Application.
2	Make necessary corrections to my reviewed application and supporting document tasks and resubmit within the 5-day period specified (if requested by HETI).

Conditional Offer of Employment

1	Login to the Medical Intern Recruitment portal to accept or decline the conditional offer of employment online within 48 hours.
2	Watch the online video to accept or decline my offer.

After Accepting an Intern Position Offer

1	Complete pre-employment paperwork as requested by HealthShare or the Network once the formal offer is received and accepted (from late September onwards).
2	Gather information required to complete pre-employment checks. This includes applying for a valid NSW Working with Children Check (WWCC) for paid work.
3	Inform the Network and HETI as soon as possible if my circumstances change, and I won't be able to commence my internship.
4	If required, refer to the online video on how to decline my NSW offer.

Applying for an RPR intern position

Below is a list of additional information that applicants applying for a RPR intern position should read and understand.

Prior To Applications Opening – Rural Preferential Recruitment Position	
1	Research RPR hospitals including viewing the RPR hospital profiles on the Medical Intern Recruitment webpage.
2	Update my resume for applying for RPR positions (if relevant).
3	View the presentation and the online videos on the Medical Intern Recruitment webpage. These videos include how to apply for an intern position in a RPR hospital.

When Applications Open – Rural Preferential Recruitment Position	
1	View the applicant guide regarding answering some of the mandatory questions within the RPR application and if required view the candidate application online video on the Medical Intern Recruitment webpage.
2	Go to the Medical Intern Recruitment tile on the NSW Health Careers Portal and apply online within the specified application period.
3	Complete the selection criteria questions when applying to the RPR hospital.
4	Save my incomplete application so that I can return to it later (if required).
5	Complete an application/s for each RPR hospital.
6	Update my RPR preference(s) for all RPR hospitals that I have applied to even if I have only applied to one RPR Hospital
7	Submit all my completed application(s) by 11:59 pm on the closing date of application period.
8	Check that I have received an auto-generated email from NSW Health Careers Recruitment confirming the successful submission of my RPR application/s.

Rural Preferential Recruitment Applicants (if successful in gaining an interview)	
1	Ensure I am available to attend interviews (virtual or face to face) at the RPR facilities I have applied to on the specified dates .
2	Monitor emails as RPR Hospital/s will either send a link to the NSW Health Recruitment to self-select an interview time on the specified dates or provide dates and times that will need to be selected and sent back via email.
3	Review the RPR selection criteria and role requirements and prepare for interview/s.

Rural Preferential Recruitment Applicants (if successful in gaining an interview)	
4	Provide documents at interview if requested by the RPR hospital e.g. employment screening documents and evidence of identification.
5	Update my RPR preferences by the last day of interviews or withdraw any RPR applications if I don't want to be considered at that RPR hospital. (Refer to the applicant guide on how to withdraw an application to a RPR hospital).

CONTACTS

HETI

Contact the [HETI Allocations Team](#) by email if you have questions regarding the Medical Intern Recruitment Application process and/or applying for a RPR position for NSW. Emails will be responded to within 48 hours or two business days.

Alternatively, you can speak with a member of the HETI Allocations Team regarding internship in NSW - (02) 9844 6562 (8:30 am to 4 pm AEST, Monday to Friday)

Technical Difficulties

Contact the Health Share Customer Experience Team on 1300 443 966 if you experience any technical difficulties or are unable to access your application.